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ABSTRACT

Guidelines for writing a research paper or a term paper are presented in this booklet. The following steps in the research process are outlined: (1) gathering information (search strategy); (2) preparing bibliography cards; (3) preparing note cards; (4) writing the paper (including preparing an outline, writing a rough draft, and revising the draft); (5) preparing footnotes; and (6) completing the paper. Also included are a term paper checklist and a seven item bibliography. (EM)

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FOOT NOTES*

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First Revised Edition

WRITE IT: A GUIDE FOR WRITING

I. SEARCH STRATEGY

The gathering of information for reports, term papers, and speeches has become increasingly important. The preparation of a research paper challenges you to collect, interpret, and report on facts and ideas both impartially and clearly.

Research is usually a painstaking process requiring patience and perseverance. As a researcher, you collect important information that relates to your problem by searching all the literature on your topic. This should include:

(1) A search of the card catalog for books on your topic.
(2) A search for periodicals in the *Magazine Index* and *Reader's Guide.*
(3) A search in additional specialized information sources (mostly for current information).

If you are doing research on an unfamiliar subject, a good approach is to start with an article on that subject from either a general encyclopedia or a specialized encyclopedia in that subject area. This will provide an overview of the topic and the subheadings in the article may offer ideas for narrowing your topic.

After you have found your sources, you need to have a consistent system of documenting the information gathered. This booklet is devoted to that aspect of the research problem.

II. BIBLIOGRAPHY CARDS

Keep a separate card for each information source you consult. Copy the bibliographical information in accordance with the various examples that follow. This information will be used again for your footnotes, so be sure it is accurate. It is recommended that you use 3 x 5 cards for your bibliography. Your authority for your bibliography is always the exact source where you obtained the information.

Examples of bibliography cards:

One author

Jones, David M. Man from Nowhere: A Man of the World. Garden City, New York: Doubleday and Company, Inc., 1968.

Two or Three authors

Goe, Donald K., and Clarice M. Crowle. The History of Cherry Creek School District Number Five, 1869-1981. Englewood, Co.: Cherry Creek School District, 1981.

1

Examples of bibliography cards (continued):

Four or more authors and an edition

Mayer, Marshall M., and others. New Voices for a New Country. 2nd ed. Boston: Houghton Mifflin Company, 1968.

No author

Man from Outside. New York: The New American Library, 1960.

Editor, translator, or compiler

Simpson, J.R., ed. Mansion from Junk. New York: Charles Scribner's Sons, 1924.

Several volumes with translator

Smith, Jean Paulette, trans. Encyclopedia for Colorado. 5 vols. Denver: Sage Book Company, 1899.

Series with a title for each volume

Chenney, Maxwell Wilson. Secondary Teaching. Vol. XI, Recent Trends in Education. Edited by Samuel Smithson. 12 vols. New York: Charles Scribner's Sons, 1957.

Article in a periodical with an author

Cotton, Henry. "Stress Management in the Physical Education Curriculum." Colorado Journal of Health, Physical Education, Recreation, and Dance, VI (Spring, 1980), p. 6.

Examples of bibliography cards (continued):

Article in a periodical without a known author

"School Before College." Time, XI (September 14, 1968), pp. 12-25.

Signed encyclopedia article

Jackman, John J. "Schooling in Europe." Encyclopedia of Culture, 14th ed., 1960, IV, pp. 409-430.

Multivolume work or series, author and editor

Beacham, Walton. "Robert Frost," Critical Survey of Poetry, ed. Frank N. Magill. English Language Series, Vol. III. Englewood Cliffs, N.J.: Salem Press, 1982.

Newspapers

The Times (London), February 16, 1968.

Unpublished source

Brown, Travis. "Clay Influence on Oil Entrapment." Paper presented at the meeting of the American Association of Petroleum Geologists, Dallas, Texas, April, 1983.

Interview

Reider, Barbara. Personal interview. Denver, Colorado, July 10, 1980.

Examples of bibliography cards (continued):

NewsBank

Thorsby, Linda, "Stands Firm on Call for Nixon Resignation," Jackson (Mississippi) Clarion Ledger, January 10, 1974 (Located in NewsBank [Microform], Political Development, 1974, 3:C4, fiche).

SIRS

Green, William D. "After High School What?" American Education, October, 1977 (Located in Social Issues Resource Series, "Consumerism," I, No. 14).

New York Times Current Events Edition

Burros, Marian, "Natural Food: Telling the Real from the Artificial," New York Times, August 18, 1982 (Located in New York Times Current Events Index [Microform], Labels and Labeling, 1982, 61:33A, fiche).

Media (TV, Radio, Sound Recordings, etc.)

Muckrakers and Reformers [Filmstrip-sound] Multi Media Productions, Inc. 1971. One colored filmstrip with one record.

Government Documents

U. S. Bureau of the Census. Statistical Abstract of the United States: 1982. 103rd ed. Washington: Government Printing Office, 1982.

Editorials on File

The Washington (D.C.) Star, January 11, 1981 (Located in Editorials on File, "Minimum Wage," XII, No. 1, p. 57).

III. NOTE CARDS

After you have developed a bibliography, you are ready to take notes. Remember to be precise in your note taking so that you do not have to consult your sources again. These are important points to remember:

1. Use either 3 x 5 or 4 x 6 cards for notes. The latter is recommended as it will help distinguish between bibliography and note cards and also provide more space for note taking.
2. Use only one reference source and one subject on each card.
3. Include on every card:
   a. The one specific subject (top left).
   b. The source—author's name and/or shortened title (top right).
   c. Your note
   d. The page number where this material is located (bottom left).
4. Take brief notes in your own words. Remember that the accuracy of your notes determines the accuracy of the facts in your paper.
5. Quotations should be copied completely and exactly, and enclosed in quotation marks.
6. Number consecutively only if two cards must stay together. Remember—only <u>one</u> item of information on a card.

Examples of notecards:

Topic — Women's status — 1 — Tuchman — Source (Use title if needed)

Note — Christine de Pisan -- only medieval woman to earn living by writing

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Examples of notecards (continued):

Topic	Women's status	2	Tuchman	Source (Use title if needed)
Note	In a translation of a book about lives of famous women, de Pisan "make it her own in the prologue, where she sits weeping and ashamed, wondering why men 'are so unanimous in attributing wickedness to women' and why 'we should be worse than men since we were also created by God.'"			
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IV. WRITING THE PAPER

Once your notes are complete, you are ready to begin writing your paper. The first step is to prepare an outline. Next, write a rough draft with your notes and outline in front of you. Last, revise the draft until it is suitable for presentation.

1. Sort note cards according to subject headings.
2. Write outline with divisions taken from headings on the note cards.
3. Write first rough draft.
4. Revise rough draft. Your rough draft should be read to check for four large areas: content, organization, style, and mechanics. It is recommended you read the rough draft four times, each time concentrating on one of these areas.

V. FOOTNOTES

There are many formats for footnotes. The following method is a combination of several traditional formats (see bibliography, p. 12). Remember, your authority for your footnotes is always the exact source where you obtained the information.

Footnotes serve two basic purposes:

1. To cite the authority for facts, opinions, or quotations.
2. To present evidence for the validity of facts that are not common knowledge.

Examples of footnotes:

One author

[1]David M. Jones, Man from Nowhere: A Man of the World (Garden City, New York: Doubleday and Company, Inc., 1968), pp. 600-616.

Two or three authors

[2]Donald K. Goe and Clarice M. Crowle, The History of Cherry Creek School District Number Five, 1896-1981 (Englewood, Co.: Cherry Creek School District, 1981), p. 243.

Four or more authors and an edition

[3]Marshall M. Mayer and others, New Voices for a New Country (2nd ed.; Boston: Houghton Mifflin Company, 1968), p. 412.

No author

[4]Man from Outside (New York: The New American Library, 1960), pp. 312-316.

Editor, translator, or compiler

[5]J.R. Simpson, ed., Mansion from Junk (New York: Charles Scribner's Sons, 1924), pp. 697-701.

Several volumes with translator

[6]Jean Paulette Smith, trans., Encyclopedia for Colorado (Denver: Sage Book Company, 1899), III, p. 674.

Series with a title for each volume

[7]Maxwell Wilson Chenney, Secondary School Teaching (Vol. XI, Recent Trends in Education, ed. Samual Smithson. 12 vols.; New York: Charles Scribner's Sons, 1957), pp. 34-40.

Article in a periodical with an author

[8]Henry Cotton, "Stress Management in the Physical Education Curriculum," Colorado Journal of Health, Physical Education, Recreation, and Dance, VI (Spring, 1980), p. 6.

Article in a periodical without a known author

[9]"School Before College," Time, XI (September 14, 1968), pp. 14-21.

Signed encyclopedia article

[10]John J. Jackman, "Schooling in Europe," Encyclopedia of Culture (14th ed.), IV, p. 419.

Multivolume Work or Series, author and editor

[11]Walton Beachman, "Robert Frost," Critical Survey of Poetry, ed. Frank N. Magill, English Language Series, Vol. III (Englewood Cliffs, N. J.: Salem Press, 1982), pp. 1039-1049.

Newspapers

[12]Editorial in The Times (London), February 16, 1968, p. 10, col. 5.

Unpublished source

[13]Travis Brown, "Clay Influence on Oil Entrapment" (Paper presented at the meeting of the American Association of Petroleum Geologists, Dallas, Texas, April, 1983).

Interview

[14]Statement by Barbara Reider, nuclear engineer, personal interview, Denver, Colorado, July 10, 1980.

NewsBank

[15]Linda Thorsby, "Stands Firm on Call for Nixon Resignation," Jackson (Mississippi) Clarion Ledger, January 10, 1974 (Located in NewsBank [Microform], Political Development, 1974, 3:C4, fiche).

SIRS

[16]William D. Green, "After High School What?" American Education, October, 1977 (Located in Social Issues Resource Series, "Consumerism," I, No. 14).

Examples of footnotes (continued):

New York Times Current Events Edition

[17]Marian Burros, "Natural Food: Telling the Real from the Artificial," New York Times, August 18, 1982 (Located in New York Times Current Events Index [Microform], Labels and Labeling, 1982, 61:33A, fiche).

Government Document

[18]U. S. Bureau of the Census, Statistical Abstract of the United States: 1982 (103rd ed., Washington: Government Printing Office, 1982), p. 385.

Media (TV, Radio, Sound Recordings, etc.)

[19]Muckrakers and Reformers [Filmstrip-sound] Multi Media Productions, Inc., 1971. One colored filmstrip with one record.

Editorials on File

[20]Editorial, The Washington (D.C.) Star, January 11, 1981 (Located in Editorials on File, "Minimum Wage," XII, No. 1, p. 57).

Examples of footnotes for sources previously acknowledged using the author-surname method:

Use a shortened footnote form for a work which has been cited in complete form earlier in the paper.

1. Form for a first complete footnote:

[1]Rufus R.J. Brown, Man from Nowhere: A Man of the World (Garden City, New York: Doubleday and Company, Inc., 1968), pp. 600-616.

2. Form for a second reference to the immediately preceding work (same pages):

[2]Ibid.

3. Form for a second reference to the immediately preceding work (different pages):

[3]Ibid., p. 46.

4. First complete reference to this work:

[4]Gayle R. Archer and Clark S. Clarkson, Mathematics for Adults (New York: Alfred A. Knopf, 1967), p. 16.

5. First complete reference to this work:

[5]David M. Jones, New Voices for a New Country (2nd edition, Boston: Houghton Mifflin Company, 1968), p. 412.

6. Substitute an unbroken line seven spaces long instead of repeating an author's name which is the same as in the preceding footnote:

[6]_____, Life and Times of William W. Williams (New York: Viking Press, 1948), p. 314.

7. For a work which has already been cited but not immediately preceding, use the author's last name followed by page numbers (if different):

[7]Archer, p. 170.

8. If the same author has more than one title included in the paper, add part of the title:

[8]Jones, New....., p. 23.

Footnote Placement

There are two common methods of footnote placement:

1. The first method of footnote placement is to compile all footnotes on a separate page (or more pages as needed) at the end of the text of your paper. Each footnote is numbered sequentially (type number one-half space above the line). The first line of each footnote is indented seven spaces and each succeeding line is even with the margin.

Illustration of footnote placement on separate page:

FOOTNOTES

[1]Travis Brown, Man from Nowhere: A Man of the World (Garden City, New York: Doubleday and Company, Inc., 1968), pp. 600-616.

[2]Ibid.

[3]Ibid., p. 46.

[4]Gayle R. Archer and Clark S. Clarkson, Mathematics for Adults (New York: Alfred A. Knopf, 1967), p. 16.

[5]David M. Jones, New Voices for a New Country (2nd edition, Boston: Houghton Mifflin Company, 1968), p. 412.

[6]_____, Life and Times of William W. Williams (New York: Viking Press, 1948), p. 314.

[7]Archer, p. 170.

[8]Jones, New....., p. 23.

2. The second method of footnote placement is to include the footnote(s) at the bottom of the same page on which the citation appears. This method eliminates the need for the reader to turn pages back and forth to get publication facts. Type a one-and-one-half-inch line a double—space below the last line of the text (even on a partial page), and place the first footnote and double—space below the line.

Illustration of footnote placement on same page of citation:

Charles Lindbergh was "eagerly awaited by an enormous crowd which conferred triumphant honors on the daring young American pilot."[3] He had just completed the first nonstop flight connecting the United States and Continental Europe in 33 hours and 30 minutes.[4]

---

[3]Enzo Angelucci, Airplanes from the Dawn of Flight to the Present Day (New York: McGraw-Hill Book Company, 1973), p. 60.

[4]Ibid.

VI. THE COMPLETED RESEARCH PAPER

Your completed paper indicates your mastery of subject matter, research methods, and mechanics of the language.

A. The title page includes:

(1) Title of the paper
(2) Author's name
(3) Class
(4) Hour, and
(5) Date submitted

B. The table of contents shows:

(1) A list of the main topics of the paper, and
(2) the page number on which the treatment of each main division begins.

C. The pages of the text are:

(1) Typed only on one side of the paper
(2) Double—spaced
(3) Documented with single-spaced footnotes
(4) Numbered in the upper right—hand corner, except for page one.

D. The bibliography lists alphabetically only the books and articles used in the final writing of the paper.

E. If an outline for the paper is required, it should be in approved form.

VII. TERM PAPER CHECKLIST

After completing your research paper, answer the following questions. All questions should be answered with a "Yes". If you have any "No" answers, revise that particular aspect of your term paper until you can answer "Yes". You will then have written a successful research paper.

_____ Did you phrase the title to accurately limit the subject?

_____ Does the introductory paragraph grab the reader's interest?

_____ Is the purpose of your paper stated clearly and specifically in the introductory section?

_____ Did you develop the body of the paper according to an outline?

_____ Is there one central thought in each paragraph?

_____ Does each paragraph link up with the previous paragraph?

_____ Have you used varied source material?

_____ Is the style of your paper interesting, yet objective?

_____ Did you vary the lengths of your sentences to avoid monotony?

_____ Does the paper accomplish the objective you stated in the opening paragraph?

_____ Are the conclusions of your paper based on the evidence you presented?

_____ As you read through your paper, is it clear and does it make sense?

_____ Did you refrain from drawing too much material from one source?

_____ Is it free from grammatical errors?

_____ Are the punctuation and spelling correct?

_____ Is the physical presentation of the paper neat and attractive?

_____ Is the first line of each footnote indented seven spaces?

_____ Did you check the accuracy of your quoted material?

_____ Did you enclose short quotations, not over three or four typed lines, in quotation marks and run them in with the text?

_____ Are longer quotations indented four spaces and set off in single-spaced type with no quotation marks?

_____ Is each quotation footnoted?

_____ Are your footnote references accurate?

_____ Are all footnoted sources included in the bibliography?

_____ Are the second and all succeeding lines of each bibliographic entry indented seven spaces?

_____ Is the paper a reflection of your best effort?

VIII. BIBLIOGRAPHY

Bibliographies are compiled alphabetically by surname of the author (or the first word of the title excluding the articles A, An, and The). Each entry is typed single—spaced with the second and all succeeding lines of the entry indented seven spaces. A double—space is included between each entry. Your bibliography always includes every source that you consulted in the preparation of your research paper. The following bibliography contains the sources that were used to compile this publication:

Campbell, William G. Form and Style in Thesis Writing. 5th ed. Boston: Houghton Mifflin Company, 1978.

Dangle, Lorraine F. and Alice M. Maussman. Preparing the Research Paper. 3rd ed. New Jersey: Cebco Standard Publishing, 1963.

Fleischer, Eugene B. A Style Manual for Citing Microform and Nonprint Media. Chicago: American Library Association, 1978.

Kierzek, John M. and Walter Gibson. Macmillan Handbook of English. 5th ed. New York: Macmillan Company, 1965.

MLA Style Sheet. 2nd ed. New York: Modern Language Association of America, 1970.

Mulkerne, Donald J.D. and Gilbert Kahn. The Term Paper: Step by Step. New York: Doubleday and Co. Inc., 1977.

Turabian, Kate L. Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973.